



SHRINIDHI K

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Flexible Professional Open to New Opportunities

Summary

I have a years' experience working as a coordinator for Dinero stores in UAE. Dinero operates as an online store for various products such as caps, phone covers, etc. I have been handling various tasks' such as, accepting online orders from retail/wholesale customer's, invoice creation, set out shipment to customers, accept shipment from suppliers, coordinate with courier services, track shipment, track payments, verify delivery note, stock taking, book keeping of payments, coordinate with Saudi Arabia Office for their online orders and handle daily office requirements.

Professional Experience

Dinero.Stores, Dubai, UAE

(Sept 2018 – till date)

Position held – Sales Executive

- Acknowledge online orders from social media platforms and other means once confirmed by customers.
- Generate invoices for the orders received and arrange shipment by coordinating with courier services.
- Track payments of cash on delivery shipments via online portal of courier services.
- Assist customers who prefer paying by bank transfers by guiding them on how to use the online payment services.
- Coordinate with suppliers and receive shipment.
- Stock verification of all items.
- Submit payment received reports of weekly basis to the Manager.
- Submit revenue report on weekly basis and Sales report with expenses on monthly basis.
- Process refund on rejected items and report the same.

Exhibition Interior Group, India (Oct 2017 – Jan 2018)

Position held – Tele Sales Executive

- Confirm and book stand orders of customers.
- Assist in customers' negotiation for better prices.
- Coordinate and arrange Project Team Meetings.
- Draft proposals for outgoing correspondence to customers.
- Maintain records of invoicing and contract documents for future references.

Languages known: - English, Hindi, Kannada, Tulu

Personal details

Date of birth: Sept 28, 1995

Education: Bachelor of Commerce (currently pursuing MBA)

SOFT SKILLS: Ms word, Excel, Power Point

Languages known: English, Hindi, Kannada

Nationality: Indian

Visa Status: Resident

Marital Status: Single

Passport number: M5469004